

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Director for Reports and Estimates DATE: 16 April 1947
FROM : Chief, Finance Division
SUBJECT: Advice of Allotment Authorization - F.Y. 1947

The "Advices of Allotment Authorization", Forms No. 32-5, transmitted herewith represent the amounts of vouchered funds that have been made available for obligation during fiscal year 1947 which ends 30 June. *See memo to Finance*

These allotments should be adequate to cover your routine fiscal needs for all objects of expenditure except Personal Services. Funds requirements of the latter have been based upon your present staff strength. Adjustments will be made by the Budget Section as required and you will be notified of any action taken through the issuance of a supplementary "Advice of Allotment Authorization", Form No. 32-5, reflecting the necessary change.

Adjustments between other objects of expenditure will be made upon receipt of a request from your office evidencing appropriate explanation as to need. Allotment increases for basic needs will be authorized upon receipt of properly justified requests submitted on Form No. 32-7, "Request for Change in Allotment".

A separate "Advice of Allotment Authorization" has been prepared to cover operations of each branch under your supervision. The carbon copies are for your files.

The enclosed reports on Form No. 34-12, "Report of Obligations and Expenditures by Object Classes" will be forwarded to you at the close of each month. These reports reflect the status of total obligations, expenditures, and available balances of funds for each organizational unit or activity under your control for which an allotment account has been established. The data shown on the allotment advice can be compared with the statement of classified obligations, as of the close of each month, for the purpose of obtaining information as to the unobligated balance applicable to each object of expenditure.

Any questions in connection with the allotment of funds and reporting of monthly obligations should be directed to the Chief of Finance.

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enclosed*

E. R. Saunders
Chief, Finance Division

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Attachments

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